

General District Court

Mission:

The operations of the Court and its Clerk's office include record management, financial management, personnel management, and public relations. The Clerk's office issues various types of legal documents generated as part of the judicial process; maintains case papers for ten years; and responds to requests from outside agencies and the general public. The Clerk's office is fully automated allowing access to Court records through an on-site public access terminal and the Internet. The general duties of the Court staff have increased dramatically in the customer service field.

Goals:

- To accurately prepare and process all cases filed in the Court in a timely and efficient manner.
- To continue intensive staff training utilizing many different media to ultimately provide the best possible customer service to all Court users.
- To continue automation upgrades of the Court functions to take full advantage of the Intranet/Internet in providing access to the Court.
- To investigate ways to meet the demands of pro se litigants and the general public regarding court procedures and court forms, specifically in the civil and small claims divisions.

Implementation Strategies for FY2003:

- The Court is responsible for the processing and management of traffic, criminal and civil cases. The Criminal and Traffic Divisions process state law violations and local ordinance violations for the County and the City of Poquoson. The Clerk's office serves more than 115 law enforcement officers with the second largest caseload in the Ninth Judicial District.
- The General District Court has exclusive original jurisdiction over civil cases involving amounts of \$3,000.00 or less and concurrent jurisdiction with the Circuit Court in amounts between \$3,000.01 and \$15,000.
- A Small Claims Division that was established in 1999 has impacted the General District Court. The civil jurisdiction in the Small Claims Division involves pro se litigation and amounts not to exceed \$1,000. Increased demands in this area will prompt action to provide better customer service. "How To" instruction manuals for use in the Clerk's office by the general public and access to forms online will be explored.
- Investigate the possibility of enhancing the court staff training using the Learn2 University courses via the Internet and video conferencing offered by the National Center for State Courts and the Supreme Court of Virginia.

Budget Issues:

- In FY2000, additional funding was approved for courier service, legal services, an additional telephone line for the video arraignment courtroom, and equipment needs.
- In FY2001, additional funding was approved for the expansion of the current filing system.
- In FY2002, funding was approved for the filing system and one workstation.
- For FY2003, there is a reduction in funding due to the completion of the filing system.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Adopted Budget
20212 General District Court						
Contractual Services	8,320	9,663	9,690	13,100	13,100	14,350
Internal Services	121	75	54	200	200	200
Other Charges	6,789	9,161	8,123	9,520	9,520	10,900
Materials & Supplies	6,565	5,522	4,110	5,775	5,775	6,750
Capital Outlay	<u>525</u>	<u>6,080</u>	<u>6,167</u>	<u>10,600</u>	<u>10,600</u>	<u>-</u>
Activity Total	<u>22,320</u>	<u>30,501</u>	<u>28,144</u>	<u>39,195</u>	<u>39,195</u>	<u>32,200</u>
Percentage Change	14.22%	36.65%	-7.73%	39.27%	N/A	-17.85%

FTE's

Management	-	-	-	-	-	-
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	-	-	-	-	-	-
Trades & Crafts	-	-	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

